



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Peace Officer Standards Training

Division: Office of the Director

Sub-Section:

**TITLE:** Documentation of Continuing Education Requirements

**CUTOFF:** Close of File

**DESCRIPTION:** Record of Peace Officer Standards Training (POST) approved courses (assigned a POST Control Number) that have been taken by a peace officer to satisfy the officer's continuing education requirements, per 11 CSR 75-15.020(5).

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 13731

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Instructor Training Records

**CUTOFF:**EOCY

**DESCRIPTION:** Instructor Applications and all necessary documentation to become licensed to teach at a basic training academy, including documentation of what the instructors are qualified to teach. Licenses do not expire, but they must maintain valid secondary licenses to teach in certain areas per 11 CSR 75-14.080.

**RETENTION:** Years: 75 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23065

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Job Task Analysis Study

**CUTOFF:**EOCY in which study completed

**DESCRIPTION:** This includes all returned job surveys, the final Job Task Analysis report and the executive summary. Basic training curriculum and licensing exams are based upon the Job Task Analysis Study. Records contain the raw data gathered and used to develop the Job Task Analysis and determine what minimum skills are needed to be able to safely perform the tasks of a Missouri peace officer.

**RETENTION:** Years: 30 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 13730

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Peace Officer Standards Training

Division: Office of the Director

Sub-Section:

**TITLE:** License Records for Peace Officers

**CUTOFF:**EOCY

**DESCRIPTION:** Record of a peace officer's commissioned service and changes in status such as decommissioning and reserve commissioning.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 13724

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Peace Officer Standards Training Funds

**CUTOFF:**EOCY

**DESCRIPTION:** Collection of court funds and yearly distribution of collected funds to law enforcement agencies.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** May be destroyed after conclusion of state audit if completed before end of retention period.

**DISPOSITION ACTION:** Destroy

**SERIES:** 13729

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Recruit Training Records

**CUTOFF:**EOCY

**DESCRIPTION:** Records consist of student's name, social security number, date of birth, exam scores, final course score, attendance, copy of class schedule (names of instructors and courses taught), total number of hours taught by each instructor, a copy of the behavioral learning objectives, training center applicants legal questionnaires, and correspondence in regards to the particular class. Records also include court records, police reports and any correspondence in regard to charges pertaining to an applicant and whether applicant was denied or approved for attendance.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 13732

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Peace Officer Standards Training

Division: Office of the Director

Sub-Section:

**TITLE:** Revoked, Denied or Disciplined Peace Officers License Records

**CUTOFF:** EOCY

**DESCRIPTION:** This includes all court records, police reports, Attorney General, Administrative Hearing Commission and Directors summaries and decisions regarding revoked, denied or disciplined Peace Officers.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 13726

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Training Center Audits

**CUTOFF:** EOCY

**DESCRIPTION:** Performance audit of training center and approved providers of continuing education includes schedules, correspondence and audit concerns for the three year audit period performed by representatives of the Peace Officer Standards Training Program.

**RETENTION:** Years: 30 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 13728

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009